

TITLE, SERIES, GRADE: Chief, Fraud Section, ES-905
PAY RANGE: \$107,550 to \$149,200, commensurate with experience.
VACANCY ANNOUNCEMENT NUMBER: 05-SES-CRM-03
AREA OF CONSIDERATION: All Sources
OPENING DATE: March 1, 2005
CLOSING DATE: March 15, 2005
DUTY LOCATION: Criminal Division, Fraud Section, Washington, D.C.
NUMBER OF VACANCIES: 1 Position

DUTIES: The Chief of the Fraud Section directs the activities of the Section in its unique and essential role in the Department's fight against sophisticated economic crime. The Section is a front-line litigating unit that acts as a rapid response team, investigating and prosecuting complex white collar crime cases throughout the country. The incumbent must deploy the Section's resources effectively to address law enforcement priorities and respond to geographically shifting crime problems. For example, one of the Fraud Section's critical responsibilities is the investigation and prosecution of corporate fraud. The Section has been a key member of the Corporate Fraud Task Force since it was established by President Bush in July 2002 to prosecute corporate wrongdoing and restore investor confidence in our financial markets. In that capacity, the Section has contributed personnel and advice to various U.S. Attorneys' Offices in a number of large and complex corporate fraud investigations. The incumbent must ensure that the Section devotes its resources and collective expertise to fulfilling the mission of the Corporate Fraud Task Force by leading an aggressive, team-oriented approach to identify and punish defendants promptly after commission of crimes; producing rapid, real-time response to allegations of fraud; and segmenting investigations to take action as swiftly as the evidence will allow, identifying distinct cases – which may comprise separate segments of conduct involved in a larger investigation – and bringing them as soon as possible.

The Criminal Division, through the Chief of the Fraud Section, also supervises the team of federal prosecutors assigned to the Enron Task Force. The incumbent also plays a critical role in the development of Department policy. The Section implements enforcement initiatives and advises the Division and Department leadership on such matters as legislation, crime prevention, and public education. Other responsibilities include:

- Reviewing indictments prepared by Section attorneys and making prosecutive decisions as to whether cases should be brought and what plea and cooperation agreements will further the investigation.
- Overseeing the development of the most complex and nationally significant corporate, health care and other white collar fraud cases through indictment and trial; supervising and developing cases with International implications, including violations of the Foreign Corrupt Practices Act (FCPA); coordinating multi-district matters; and providing appropriate assistance and direction to the United States Attorney community regarding their cases, prosecutorial strategies, fraudulent trends and enforcement issues.
- Developing, implementing, and coordinating sensitive Department of Justice initiatives in the areas of white collar crime enforcement, and in turn, developing departmental policy

on critical issues in white collar crime. Anticipating and developing strategies to combat emerging white collar crime issues such as Identity Theft and Internet Fraud.

- Reviewing a large volume of correspondence, legal opinions, instructions and advisory materials prepared by the Section's attorneys. Proposing and drafting legislation on complex legal and policy questions related to matters administered by the Section.
- Supervising the Section's activities relating to subcommittees and working groups composed of senior-level representatives of all federal law enforcement and regulatory agencies that investigate or prosecute white collar crime.
- Developing and enhancing local, state, federal, and international law enforcement cooperation in preventing fraud schemes.
- Promoting referrals and interagency cooperation in such subject matter areas as securities fraud, bank fraud and health care fraud by establishing close working relationships with agencies including the Securities and Exchange Commission (SEC), Commodity Futures Trading Commission (CFTC), the Federal Reserve, Office of the Comptroller of the Currency (OCC), and the Departments of Health and Human Services and Housing and Urban Development.

In addition, the Chief manages the Section's financial, human and technical resources allocations; seeking resource enhancements necessary for proposed priorities and initiatives; and recruiting and maintaining a professional and diverse cadre of attorneys and support personnel to meet the mission of the Section.

MANDATORY QUALIFICATIONS:

A. Executive/Managerial Requirements – For consideration, applicants for this position must demonstrate successful performance and creative leadership in prior managerial position(s). Applicants must provide a supplemental narrative that demonstrates possession of competencies in the following Executive Core Qualifications as established by the U.S. Office of Personnel Management (OPM):

- 1) Leading Change: The ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
- 2) Leading People: The ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

- 3) Results Driven: Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
- 4) Business Acumen: The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
- 5) Building Coalitions/Communication: The ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

B. Professional/Technical Requirements: In addition to the Executive/Managerial Requirements, applicants for this position must also provide a separate narrative that demonstrates strong professional/technical skills as listed below:

- 1) Significant experience in supervising the development and prosecution of Federal criminal cases and reviewing the work products of attorneys;
- 2) Familiarity with Federal regulatory and investigatory agencies, on-going programs, and key national goals and priorities relating to economic crime;
- 3) Ability to establish and maintain harmonious relationships with the public, members of Congress, and Federal officials involved in fraud cases and related matters;
- 4) Ability to formulate and implement Departmental policies on all matters pertaining to assigned areas;
- 5) Law Degree and membership in the Bar.

EVALUATION METHODS: Candidates will be evaluated on the qualifications identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, as well as work history.

ADDITIONAL INFORMATION: The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee must be approved by the

Office of Personnel Management (OPM) before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.

HOW TO APPLY:

- A. Applicants may choose one of three job application procedures. You may:
- (1) submit Optional Form (OF) 612, Optional Application for Federal Employment;
 - (2) a resume – please note that there are minimum requirements for resume content which are described in OPM Pamphlet OF-510, Applying for a Federal Job (copies of the OF-510 are available in most Federal agencies); or
 - (3) Standard Form 171, Application for Federal Employment.
- B. To receive full consideration, applicants must submit a separate supplementary statement addressing each of the Executive/Managerial and Professional/Technical Requirements listed above.
- C. In addition, if you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

Preference is to receive an application via e-mail CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775.

Mailed applications **MUST BE RECEIVED BY CLOSING DATE** at:

Department of Justice/Criminal Division
McPherson Square, P.O. Box 27599
Attn: Patricia Lee
Human Resources Management Staff,
Bond Building, Suite 5000
Washington, DC 20038

For additional information or copies of forms, please call (202) 514-2811. Applications must be received by the closing date to receive consideration. Applicants must meet qualification requirements by the closing date of the announcement.

NOTE: If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

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